



POSITION DESCRIPTION
Education Specialist II (Title I Consultant)
Nebraska Department of Education

Date: 5/11/2010

Position Title: Education Specialist II

Pay Grade: 46

Section/Team: Federal Programs

Reports To: Diane Stuehmer

Prepared By: Marilyn Peterson

Position Number: 13-49020

Job Code: EDB202

FLSA Status: Exempt

Positions Reporting to incumbent: None

Purpose: Provide technical assistance, consultation, and information in program development, program improvement, and regulations for assigned Title I schools in planning, administering, and conducting federal programs. Serves as a member of the Title I and the Federal Programs Group.

Essential Functions*

1. Provide technical assistance, consultation and information in program development, program improvement, and regulations for assigned Title I schools in planning, administering, and conducting federal programs.
2. Review and approve No Child Left Behind (NCLB) Consolidated applications; participate as a member of the Federal Program Group (a cross-team group that works with all NCLB programs); lead on-site reviews of programs and evaluations of NCLB programs.
3. Collaborate with other agencies and other programs within the Department to promote program continuity, improve program quality, and to foster professional development.
4. Facilitate the exchange of information and expanded working relationships between federal programs and other agencies; assist in the preparation and dissemination of resources, publications, and other communications; plan and develop materials for training sessions and conduct training sessions and workshops.
5. Interact with professional organizations as appropriate to specific job assignments; work with various school personnel and groups, including teachers, parents, educational service units, institutions of higher learning, and other professional organizations or agencies.
6. Assist in the development and implementation of internal procedures and processes for grants management and program implementation.
7. Participate in developing and providing formal and informal presentations.
8. Oversee and monitor implementation of Title I and the formula NCLB programs in the NCLB Consolidated Application.

Other Duties and Responsibilities

None

Minimum Qualifications

Master's degree in the field of education and one year of successful preK-12 teaching experience in an approved or accredited Nebraska school, or equivalent teaching experience in another state or country.

Preferred Qualifications

Two years preK-12 teaching experience including relevant teaching or administrative experience in working with educationally disadvantaged children and youth; direct involvement in school improvement efforts; experience in working with federal programs (Title I preferred) or grants management, experience in developing and delivering professional development.

Supervisory Responsibilities

None

Knowledge & Abilities

Knowledge

- Best practices in teaching and learning
- Program knowledge in which technical assistance is provided
- Concepts, principles, and methodologies related to technical area
- Compliance principles related to program knowledge
- Laws, statutes, and regulations related to program areas
- Policies and procedures of Agency and programs
- Service agencies across the state providing assistance to clients
- Governmental and private agencies' program rules and regulations

Abilities

- Establish and maintain effective working relationships with school personnel, widely diverse groups, and Agency staff
- Apply program policies and procedures to review programs for compliance
- Conduct training sessions and workshops and provide technical assistance
- Prepare reports as required by statutes and regulations conforming to standards
- Provide work direction through assisting co-workers and subordinates
- Research best practices and convey technical information to individuals at various levels in the organization
- Provide technical assistance to funded projects and other agencies

Fiscal Responsibility

This position involves approval of applications for federal funding for districts and ESUs, but does not involve any direct spending authority.

Extent of Public Contact

This position requires extensive contact with school administrations and other educators, school board members, general public and NDE staff.

Working Conditions & Environment

This position requires approximately 60% of work time in the office and 40% traveling and working in sites such as schools and educational service units.

Examples of Physical Demands

Note: The Nebraska Department of Education will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

Lifting/carrying/pushing/pulling

<input type="checkbox"/> Continuous		lbs.
<input type="checkbox"/> Frequent		lbs.
<input checked="" type="checkbox"/> Occasional	25	lbs.
<input type="checkbox"/> Intermittent		lbs.
<input type="checkbox"/> Not at all		lbs.

Repetitive Motion					
Use of Hands	Continuous 67-100% of the day	Frequent 34-66% of the day	Occasional 6-33% of the day	Intermittent 1-5% of the day	Less than 1%
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simple Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Examples of Other Physical Demands					
Physical Activity	Continuous 67-100% of the day	Frequent 34-66% of the day	Occasional 6-33% of the day	Intermittent 1-5% of the day	Less than 1%
Stoop/bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push/pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking/standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Nothing in this job description restricts management's right to manage, direct, and assign duties and responsibilities to this job at any time.